



Using SkillPort elearning: user guide

IT Training and Documentation team, September 2013

The **Skillport** e-learning system offers staff and students FREE access to web-based training courses covering MS Office, Adobe Creative Suite Photoshop and more.

To access SkillPort, you must first register with the Training and Documentation team. We will provide you with a user account that allows you to login to SkillPort, track your progress, follow customised learning packages, or select courses from the catalog to create your own learning package.

For more information about SkillPort and how to register, visit www.abdn.ac.uk/tad/online

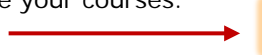
Login

- Once you have registered, open a web browser and login to SkillPort at <http://is020.skillport.com/> using the login credentials provided.
- You will be prompted to change your password once you login.
- Make sure your computer and web browser are properly configured to utilize SkillPort by performing the *Skillsoft Browser Capabilities Check* at <http://support.skillsoft.com/browser-test.asp> and following the directions to make any recommended changes to your computer.

User interface

There are the three main options available to you once you are logged in:


My Plan

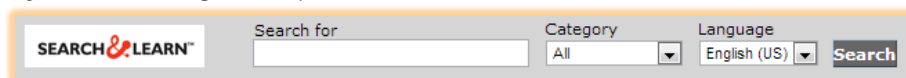
- This area lists the all the courses that have been assigned to you, or that you have chosen.
- You will be notified by email when any new courses are assigned.
- You can also add courses to your My Plan from the Catalog.
- You can create new folders and drag items into them to re-arrange and organise your courses.
- To begin a course, select it from your My Plan area and choose **Launch**. 
- Courses that you have started or completed are marked with green and red circle icons respectively.

My Progress

- This area lists the courses you have in progress or have completed; there are tabs for each.
- You can continue any courses that are in progress by selecting them and choosing **Launch**.
- You can use this area to see how near you are to completing a course and what also marks you have gained so far.

Catalog

- The catalog is a list of all available courses.
- You can assign yourself courses from the catalog.
- Select a course module from the Desktop Curricula folder, then either immediately launch it or select the **Add to My Plan** icon. 
- If you are looking for a specific video or book, use the search function instead.



Running a course

- You can launch a course from any of the above areas.
- The course will launch in a new browser window or tab. You may be prompted to allow or update Java.
- You can watch the topics within the course in any order, or start from the beginning by selecting the **Begin course** button at the bottom right of the window.
- If you are feeling confident, you can go straight to the test by selecting the **Progress and Tests** tab.
- You can retake tests as many times as needed.
- If you leave the course before completing, it will appear in your My Progress area.

For extra help in any area, select the **Help** button at the top right of the page. 